**PAC Management System**

**Members**

**Features**

* Download members report.
* Edit your personal info.
* Renew your account status.

**Renew Account Status**

To renew your account and extend your account status for 3 more years, go to the log out menu on the top right of the screen and go to Manage Account

Graphical user interface, text, application, chat or text message

Description automatically generated

You can only renew if your account renewal due by is within 6 months. If you choose not to renew, your account will not be able to be renewed until your supervisor restores your account.

You can always subscribe to push notifications to let your supervisor send you a push notification with ease by clicking on the button.

Then click on the button.

**Meetings**

**Features**

* Filter meetings.
* View and download meeting minutes, attendees, and action items.

To view and download meeting attendees, action items, and documents click on the button.

**Meeting Details**

Logo

Description automatically generated with medium confidenceOn the meeting details page, you can view meeting attendees, action items and all meeting minutes by selecting the corresponding tab

**Action Items**

**Features**

* Filter action items by date, members.
* Edit action items to add more documents.

To modify action item information, click on the button within the table.

To view action items and documents, click on the button.

**Polls**

On the polls page you can vote on polls associated with your PAC, you can only vote on each individual poll once. You will be notified via email regarding new polls.